

~~SECRET~~

TO: Chief, Wage & Classification Division 16 March 1954  
FROM: [REDACTED] *78*  
SUBJECT: Request for Change in Job Classification

1. It is requested that the following job be reclassified as it was originally classified incorrectly:

I.O. (FI) GS-0136.51-09 BV 254 FI TO  
Admin. Asst. GS-0136.51-07 BV 254 FI  
*030102-07*

2. Listed below are the duties:

a. The supervision of the work of six clerks in the issuance of Operational and Covert Security Clearances. This necessitates the delegation of work so that the flow runs smoothly and quickly.

b. Setting up and maintaining files which are kept in some 30-odd safes, and the keeping of card files.

c. Answering requests for information re clearances and procedures for coordinating with area divisions and Security Division.

d. Responsible for setting up of all cases which includes extracting the information from the files and determining format of presentation for final approval of branch chief.

e. Miscellaneous routine clerical work.